Borrowing

1. Early morning match (e.g. 8am-10am): Best to borrow equipment the night beforehand
2. Afternoon/Night match:
   - Check ICREW to see if there are matches before yours
   - If no, borrow equipment the night beforehand
   - If yes, make arrangements for handover of camera either in Hall or USC
   - Bring batteries and SD card if handover is done outside of hall or if the matches have overlaps

Equipment

- Can only be borrowed from Video Drybox (see Fig. 1)
- Are all labelled "V" (see Fig. 2), reserved for Video Team only
- Spare batteries or SD card can be taken from Spares Drybox (see Fig. 3) if unable to obtain from Video Drybox
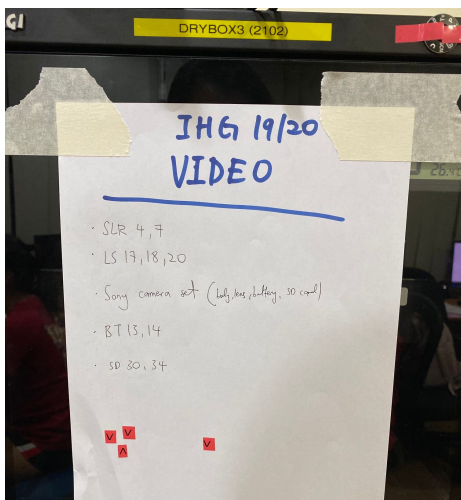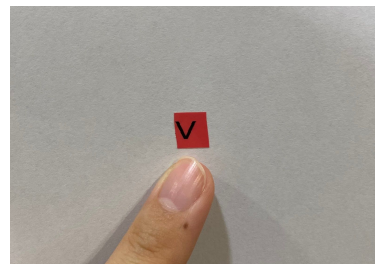

Fig. 1: Video Drybox
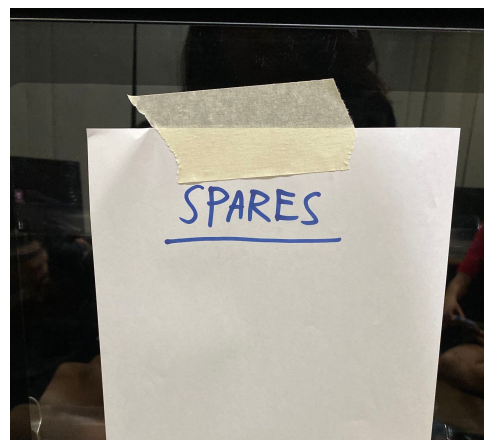

Fig. 2: "V" label on all our equipment

Fig. 3: Spares Drybox

Filming

General guidelines

1. Do not zoom in and out haphazardly
2. Use a stable and panning motion
3. Stability is key - bring a monopod or tripod if you need one
4. Do not record the entire match - take highlight/close-up footages
5. Start filming a little earlier and cut the shot a little later after capturing the shot to allow editor more space/flexibility to trim and edit

4 types of shots

1. **Spectators** - cheering of supporters and benched players
2. **Team Spirit** - team huddle, pep talk, captain's talk
3. **Positive Actions** - making catches, homerun, dive catches, scoring a goal, blocking passes, confident/happy facial expressions, winning the game
4. **Negative Actions** - failed pass, falling down, frustrated/dejected facial expressions

Note: read Appendix A for sport-specific footages required

Technicalities

1. Exposure
    - Overexposure: White-washed, lose details
    - Underexposure: Too dark
2. Focus
    - Autofocus
    - Manual focus
3. Shutter speed
    - Rule of thumb: set shutter speed to be about 2 x frame rate to achieve natural motion blur (e.g. at 24fps, shutter speed should be 1/50)
    - Under electrical lighting, only use 1/50 or 1/100 to get rid of the wavy effect
    - High: less light enters, suitable for broad daylight
    - Low: more light enters, better for low light conditions
4. ISO
    - High: brighter, better for low light conditions
    - Low: darker, better for broad daylight
5. Aperture
    - High: less open, less light enters
    - Low: more open, more light enters

Returning

1. Charge battery at charging station
2. Place camera back into Video Drybox or handover to next crew member
3. Use either of the 2 computers on the right, reserved for Video Team
4. Transfer videos from SD card onto local disk drive (not Z drive) immediately, depending on which computer you use, transfer to either D:\AY1920 IHG (Videos)\ (rightmost computer) or \\EWMARK\AY1920 IHG (Videos)\ (second rightmost computer)
5. Format SD card and place back into Video Drybox

Computer allocation

1. If the rightmost computer is available
   - Use that computer
   - Transfer your files to D:\AY1920 IHG (Videos)\
2. If the rightmost computer is unavailable but the second rightmost is available
   - Use that computer
   - Make sure the rightmost computer is turned on and not sleeping (note: when using this option, the transferring speed of other computers and the disk station is not affected)
   - Transfer your files to \\EWMARK\AY1920 IHG (Videos)\
3. If both rightmost and second rightmost computers are unavailable
   - Use any other computer
   - Transfer your files to \\EWMARK\AY1920 IHG (Videos)\ (note: the speed will be lower since the bandwidth is shared among other computers)

Folder Structure

1. Open AY1920 IHG (Videos) folder
2. Create new folder and name it according to this: Date Sport (Name) E.g. 20200108 IHG Basketball Finals (Videos by Eunice)
3. Transfer all your footages from the SD card into the new folder
4. Create 4 new folders according the 4 types of shots - Spectators, Team Spirit, Positive Actions, Negative Actions
5. Filter your footages into these folders and delete blurry/shaky/unusable shots

APPENDIX A - Description of filming requirements

Sport	Positive Action Footages	Negative Action Footages
Badminton	Clean winners Fist pumps/any form of cheering	Hit the net Fail to retrieve shot
Basketball	Making a shot/3 pointer/layups Rejecting opponent's shots	Failed shots Didn't get rebound
Floorball	Action shots Scoring a goal Keeper making a save	Failed shot Player falling Hitting their stick on the ground
Frisbee	Long range passes Catches in the end zone	Failed pass Falling down
Handball	Scoring a goal Player/Keeper successfully blocking opponent's shot	Failed Shot Passes intercepted by opponent Clamped
Netball	Scoring a goal Intercepting opponent's passes GK/GD successfully blocking	Ball blocked/failed pass Failed scoring attempt
Road Relay	Running past camera	Tired/panting after crossing end point
Soccer	Scoring of goals & celebrating Goalkeeper saves	Conceding goal Dejected facial expressions
Softball	Action shots (batting the ball, making catches) POV: stand behind the catcher?	
Squash	Action shots (hitting the ball, service motion)	Fail to retrieve shot
Swim (M)	Preparing to swim Race footage	
Table Tennis (M)	Action shots (hitting the ball, service motion)	Fail to retrieve shot
Takraw	Action shots Winning a point	
Tennis (M)	Action shots (hitting the ball, service motion)	Fail to retrieve shot

Touch	Scoring a try Running past opponents/cutting through opponent's defence	
Track		
Volleyball	Successful spike Receiving opponent's shot	libero fails to receive